

Snohomish County District Court

Request for Court Records, Administrative Records or
Recordings of Proceedings



PUBLIC RECORD INSPECTION/COPY REQUEST

Request Received:	Date _____	Time _____	Division _____						
In Person	<input type="checkbox"/>	Phone	<input type="checkbox"/>	Letter	<input type="checkbox"/>	Fax	<input type="checkbox"/>	eMail	<input type="checkbox"/>

Snohomish County District Court provides records pursuant to GR 31 and/or GR 31.1 as applicable. By submitting this request, requestor is agreeing that information provided by Snohomish County District Court will not be released to any unauthorized persons or used for any commercial or other unauthorized purposes.

Requester Name _____

Address _____

Phone _____ Fax _____ E-mail _____

Description of Court Record(s) or Administrative Record(s) Requested: Be as specific as possible. For court records include defendant's full legal name and any aliases, date of birth, charges, date of violation, date of hearing(s) and case number. Please attach additional sheet if necessary. The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at www.snoco.org. Please be aware that chambers records – records maintained or created by judges or their chambers staff, are not administrative records subject to disclosure under GR 31.1.

Do documents need to be certified? No ☐ Yes ☐. Certified copy fees are \$5.00 for the first page and \$1.00 for each additional page. For example a three page certified copy will be charged \$7.00. Non-certified copies will be charged .15 per page. If no box is checked, non-certified copies will be provided.

Request for Copy of Recordings of Proceedings

Case Number _____ Courtroom _____ Date of Recording _____ Time (if known) _____

Compact Disk (CD) FTR Gold format can only be played on a computer with at least Windows XP operating system (or newer) and the FTR Player (<http://www.fortherecord.com/products/player/>) . Cost is \$20.00 per CD

Approval for Release of Administrative Records: (Public Records Officer)

Signature: _____ Date _____

Printed name: _____ Phone: _____ Division: _____

Record Provided to Requester: Date _____ Time _____

Copy Fees:		Certified copy fees:		CD fees:		Total fees:	
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